



## Uploading files (audio, video, handouts, etc.) to Amazon S3:

- 1 – Login to [www.amazon.com/s3](http://www.amazon.com/s3) by clicking the red button in the upper right-hand corner of the screen that says 'Sign in to the Console'.
- 2 - When the new window pops up, enter your regular Amazon account login and password.
- 3 – This will bring you to the 'AWS Management Services' page. About 1/3 of the way down the page, you will see a section called 'Recently Visited Services'. Click on the hyperlink that says 'S3'.
- 4 – in the new window, the page will be called 'S3 buckets' and down the page a little bit, you will see the bucket that you have created – click on that link.
- 5 – You will then see a new window with a series of folders; select the folder you would like to upload your file(s) to.
- 6 – Next, click the 'Upload' button just above the list of files within that folder on the left-hand side. A new window will pop up where you select the file(s) you want to upload and then click 'Open'.
- 7 – Next will pop up a series of screens. You do not need to do anything with any of the screens except hit the 'Next' button in the lower right-hand corner of this pop-up window.
- 8 – There will be 3 screens that require you hit the word 'Next', with the final screen having an 'Upload' button in the lower right-hand corner. Click that.
- 9 – Your files will begin to upload. Once the upload is complete, you will then need to set the access level and grab the link for the recording (to add to emails, etc.). Click on the file you wish to set the access level for and across the top you will see several tabs – Overview, Properties, Permissions, and Select From. Click on 'Permissions'.
- 10 – At the bottom of the new window, you will see 'Public Access' and a group labeled 'Everyone' with an open circle just to the left of the word. Click on the open circle.
- 11 – A new pop-up window will appear to the right side of your screen. You will see a section labeled 'Access to the object'. Click the box immediately to the left of the phrase 'Read object' and then click the 'Save' button in the lower right-hand corner of this pop-up window. (This pop-up will disappear once it's been saved, returning you to the main screen).
- 12 – Finally, click the 'Overview' tab at the top. At the bottom of that page, you will see 'Object URL'. This is the link you will want to cut and paste - this will allow anyone with the link to listen/view the recording or open the file (if it's a PDF handout).